

**LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)**

**ABBREVIATED MODEL PLAN**

**PUBLIC LAW 97-35, AS AMENDED**

**FISCAL YEAR (FY) 14**

**GRANTEE** State of Idaho

**EIN:** 826000995

**ADDRESS** Idaho Department of Health and Welfare

450 West State Street, 2<sup>nd</sup> Floor

Boise, ID 83702

**NAME OF LIHEAP COORDINATOR** Genie Sue Weppner

**EMAIL:** weppnerg@dhw.idaho.gov

**TELEPHONE:** 208-334-5656 **FAX:** 208-334-5817

**LAST DETAILED MODEL PLAN FILED: FY** 13

**PLEASE CHECK ONE: TRIBE**        **STATE** X **INSULAR AREA**       

**Department of Health and Human Services  
Administration for Children and Families  
Office of Community Services  
Washington, D.C. 20447**

August 1987, revised 05/92, 02/95, 03/96, 12/98, 11/01

**OMB Approval No. 0970-0075, Expiration Date: 04/30/2014**

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13)

Use of this model plan is optional. However, the information requested is required in order to receive a Low Income Home Energy Assistance Program (LIHEAP) grant in years in which a grantee is not required to use the detailed model plan. Public reporting burden for this collection of information is estimated to average 20 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

AssurancesThe State of Idaho agrees to:

(Grantee Name)

(1) use the funds available under this title to--

- (A) conduct outreach activities and provide assistance to low income households in meeting their home energy costs, particularly those with the lowest incomes that pay a high proportion of household income for home energy, consistent with paragraph (5);
- (B) intervene in energy crisis situations;
- (C) provide low-cost residential weatherization and other cost-effective energy-related home repair; and
- (D) plan, develop, and administer the State's program under this title including leveraging programs,

and the State agrees not to use such funds for any purposes other than those specified in this title;

(2) make payments under this title only with respect to--

- (A) households in which one or more individuals are receiving--
  - (i) assistance under the State program funded under part A of title IV of the Social Security Act;
  - (ii) supplemental security income payments under title XVI of the Social Security Act;
  - (iii) food stamps under the Food Stamp Act of 1977; or
  - (iv) payments under section 415, 521, 541, or 542 of title 38, United States Code, or under section 306 of the Veterans' and Survivors' Pension Improvement Act of 1978; or
- (B) households with incomes which do not exceed the greater of—
  - (i) an amount equal to 150 percent of the poverty level for such State; or
  - (ii) an amount equal to 60 percent of the State median income;

except that a State may not exclude a household from eligibility in a fiscal year solely on the basis of household income if such income is less than 110 percent of the poverty level for such State, but the State may give priority to those households with the highest home energy costs or needs in relation to household income.

(3) conduct outreach activities designed to assure that eligible households, especially households with elderly individuals or disabled individuals, or both, and households with high home energy burdens, are made aware of the assistance available under this title, and any similar energy-related assistance available under subtitle B of title VI (relating to community services block grant program) or under any other provision of law which carries out programs which were administered under the Economic Opportunity Act of 1964 before the date of the enactment of this Act;

(4) coordinate its activities under this title with similar and related programs administered by the Federal Government and such State, particularly low-income energy-related programs under subtitle B of title VI (relating to community services block grant program), under the

supplemental security income program, under part A of title IV of the Social Security Act, under title XX of the Social Security Act, under the low-income weatherization assistance program under title IV of the Energy Conservation and Production Act, or under any other provision of law which carries out programs which were administered under the Economic Opportunity Act of 1964 before the date of the enactment of this Act;

(5) provide, in a timely manner, that the highest level of assistance will be furnished to those households which have the lowest incomes and the highest energy costs or needs in relation to income, taking into account family size, except that the State may not differentiate in implementing this section between the households described in clauses 2(A) and 2(B) of this subsection;

(6) to the extent it is necessary to designate local administrative agencies in order to carry out the purposes of this title, to give special consideration, in the designation of such agencies, to any local public or private nonprofit agency which was receiving Federal funds under any low-income energy assistance program or weatherization program under the Economic Opportunity Act of 1964 or any other provision of law on the day before the date of the enactment of this Act, except that--

- (A) the State shall, before giving such special consideration, determine that the agency involved meets program and fiscal requirements established by the State; and
- (B) if there is no such agency because of any change in the assistance furnished to programs for economically disadvantaged persons, then the State shall give special consideration in the designation of local administrative agencies to any successor agency which is operated in substantially the same manner as the predecessor agency which did receive funds for the fiscal year preceding the fiscal year for which the determination is made;

(7) if the State chooses to pay home energy suppliers directly, establish procedures to --

- (A) notify each participating household of the amount of assistance paid on its behalf;
- (B) assure that the home energy supplier will charge the eligible household, in the normal billing process, the difference between the actual cost of the home energy and the amount of the payment made by the State under this title;
- (C) assure that the home energy supplier will provide assurances that any agreement entered into with a home energy supplier under this paragraph will contain provisions to assure that no household receiving assistance under this title will be treated adversely because of such assistance under applicable provisions of State law or public regulatory requirements; and
- (D) ensure that the provision of vendored payments remains at the option of the State in consultation with local grantees and may be contingent on unregulated vendors taking appropriate measures to alleviate the energy burdens of eligible households, including providing for agreements between suppliers and individuals eligible for benefits under this Act that seek to reduce home energy costs, minimize the risks of home energy crisis, and encourage regular payments by individuals receiving financial assistance for home energy costs;

(8) provide assurances that,

(A) the State will not exclude households described in clause (2)(B) of this subsection from receiving home energy assistance benefits under clause (2), and  
(B) the State will treat owners and renters equitably under the program assisted under this title;

(9) provide that--

(A) the State may use for planning and administering the use of funds under this title an amount not to exceed 10 percent of the funds payable to such State under this title for a fiscal year and not transferred pursuant to section 2604(f) for use under another block grant; and

(B) the State will pay from non-Federal sources the remaining costs of planning and administering the program assisted under this title and will not use Federal funds for such remaining cost (except for the costs of the activities described in paragraph (16));

(10) provide that such fiscal control and fund accounting procedures will be established as may be necessary to assure the proper disbursement of and accounting for Federal funds paid to the State under this title, including procedures for monitoring the assistance provided under this title, and provide that the State will comply with the provisions of chapter 75 of title 31, United States Code (commonly known as the "Single Audit Act");

(11) permit and cooperate with Federal investigations undertaken in accordance with section 2608;

(12) provide for timely and meaningful public participation in the development of the plan described in subsection (c);

(13) provide an opportunity for a fair administrative hearing to individuals whose claims for assistance under the plan described in subsection (c) are denied or are not acted upon with reasonable promptness; and

(14) cooperate with the Secretary with respect to data collecting and reporting under section 2610.

(15)\* beginning in fiscal year 1992, provide, in addition to such services as may be offered by State Departments of Public Welfare at the local level, outreach and intake functions for crisis situations and heating and cooling assistance that is administered by additional State and local governmental entities or community-based organizations (such as community action agencies, area agencies on aging and not-for-profit neighborhood-based organizations), and in States where such organizations do not administer functions as of September 30, 1991, preference in awarding grants or contracts for intake services shall be provided to those agencies that administer the low-income weatherization or energy crisis intervention programs.

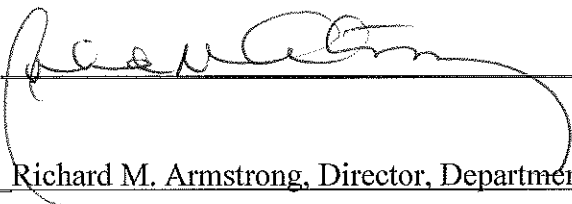
**\* This assurance is applicable only to States, and to territories whose annual regular LIHEAP allotments exceed \$200,000. Territories with annual allotments of \$200,000 or less and Indian tribes/tribal organizations are not subject to Assurance 15.**

(16) use up to 5 percent of such funds, at its option, to provide services that encourage and enable households to reduce their home energy needs and thereby the need for energy assistance,

including needs assessments, counseling, and assistance with energy vendors, and report to the Secretary concerning the impact of such activities on the number of households served, the level of direct benefits provided to those households, and the number of households that remain unserved.

Certification to the Assurances: As Chief Executive Officer, I agree to comply with the sixteen assurances contained in Title XXVI of the Omnibus Budget Reconciliation Act of 1981, as amended.\* By signing these assurances, I also agree to abide by the standard assurances on lobbying, debarment and suspension, and a drug-free workplace.

Signature of the Tribal or Board Chairperson or Chief Executive Officer of the State or Territory.\*\*

Signature:  \_\_\_\_\_

Title: Richard M. Armstrong, Director, Department of Health and Welfare

Date: 8/14/2013

**\* Indian tribes/tribal organizations, and territories with annual regular LIHEAP allotments of \$200,000 or less, are not subject to assurance 15, and thus must only certify to 15 assurances.**

**\*\* If a person other than the Chief Executive Officer of the State or territory, or Tribal Chairperson or Board Chairperson of a tribal organization, is signing the certification to the assurances, a letter must be submitted delegating such authority. (PLEASE ATTACH DELEGATION of AUTHORITY.) The delegation must include authority to sign the assurances, not just to administer the program.**

**\*\*\* HHS needs the EIN (Entity Identification Number) of the State, territory or Tribal agency that is to receive the grant funds before it can issue the grant.**

In the above assurances which are quoted from the law, "State" means the 50 States, the District of Columbia, an Indian Tribe or Tribal Organization, or a Territory; "title" of the Act refers to Title XXVI of the Omnibus Budget Reconciliation Act of 1981 (OBRA), as amended, the "Low Income Home Energy Assistance Act"; "section" means Section 2605 of OBRA; and, "subsection" refers to Section 2605(b) of OBRA.

### **Modified LIHEAP FY 2014 Application**

Please list all changes made from your most recent detailed plan.

<u>Page</u>	<u>Subject</u>	<u>Modification</u>
7	LIHEAP Budget	58.06% Heating Assistance 0% Cooling Assistance 4% Crisis Assistance 15% Weatherization Assistance 7.14% Carryover to the following fiscal year 10% Administrative and Planning costs 5% Services to reduce home energy needs including needs assessment (Assurance 16) .8% Used to develop and implement leveraging activities 100% <b>TOTAL</b>

Please specify whether you are using calendar year 2013 poverty level **or** FY 2014 median income estimates in determining eligibility:

2013 poverty level 150 %

**OR**

FY 2014 median income \_\_\_\_\_ %

Please describe how you obtained public participation in the development of your 2014 plan. (For States, please also provide information on your public hearings.):

The State Plan is available on the Department's website, at Department offices and at local Direct Service Providers' offices and is available for comment throughout the year. The State Plan is also available for public comment on the Community Action Partnership Association of Idaho's website. In addition, a public hearing has been set for August 12, 2013. Written comments will be accepted through 5:00 p.m. on August 12, 2013.

Date Carryover and Reallotment Report submitted: 08/01//2013

Submit Continuation Pages as Necessary

## ADDITIONAL CERTIFICATIONS AND REQUIREMENTS

Attached are additional certifications required as follows:

- \* **Lobbying certification**, which must be filed by all States and territories. If applicable, Form LLL, which discloses lobbying payments, must be submitted. **(Tribes and tribal organizations are EXEMPT.)**
- \* **Debarment and suspension certification**, which must be filed by all grantees.
- \* **Drug-free workplace requirement certification**, which must be filed by all grantees, unless the grantee has filed a statewide certification with the Department of Health and Human Services. **STATES ONLY:** If you have filed a statewide certification for the drug-free workplace requirement, please check here:   X
- \* One of the requirements included in the 1994 reauthorization of the statute is that grantees must include in their annual application for funds a report on the number and income levels of households applying for and receiving LIHEAP assistance, and on the number of recipient households that have members who are elderly, disabled, or young children.  
  
**All Tribes and those territories with allotments of less than \$200,000** need only submit data on the number of households served by each component (heating, cooling, weatherization and crisis). The approval for the collection of information contained in the **LIHEAP Household Report** is covered by OMB approval number 0970-0060.
- \* Though not a part of this application, the report on funds to be carried over or available for reallocation as required by section 2607(a) for the preceding year must be submitted by August 1 of each year. A grant award for the current fiscal year may not be made until the carryover/reallocation report is received. The approval for the collection of information contained in the **LIHEAP Carryover and Reallocation Report** is covered by OMB approval number 0970-0106.

**Attachment 1**

**Lobbying Certification**

**Debarment and Suspension Certification**

**Drug Free Workplace Requirement Certification**



**Certifications**  
REGARDING LOBBYING;  
DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS;  
AND DRUG-FREE WORKPLACE REQUIREMENTS

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**1. CERTIFICATION REGARDING LOBBYING**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, A Disclosure Form to Report Lobbying, in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

State for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure For to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**2. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

Certification Regarding Debarment, Suspension, and Other Responsibility Matters—Primary Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definition and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transaction.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may devise the methods and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

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#### Certification Regarding Debarment, Suspension, and Other Responsibility Matters—Primary Covered Transactions

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
  - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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#### Certification Regarding Debarment, Suspension, and Other Responsibility Matters—Lower Tier Covered Transactions

##### Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definition and Coverage sections of the rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transaction.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may devise the methods and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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#### Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

### 3. CERTIFICATION REGARDING DRUG-FREE WORKPLACE

This certification is required by the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D) and is implemented through additions to the Debarment and Suspension regulations, published in the Federal Register on January 31, 1989, and May 25, 1990.

#### (GRANTEES OTHER THAN INDIVIDUALS)

The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about:
  - (1) The dangers of drug abuse in the workplace;
  - (2) The grantee's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
  - (1) Abide by the terms of the statement; and
  - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any any employee who is so convicted -
  - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended, or
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(3) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

i. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (street address, city, county, state, zip code):

450 W. State Street

Boise, Ada County, ID, 83702

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*As the authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications and with pertinent amendments to these acts made during the term of the contract. The Contractor further agrees to comply with all pertinent parts of Federal rules and regulations implementing these acts.*

NAME OF APPLICANT:

IDAHO DEPARTMENT OF HEALTH AND WELFARE

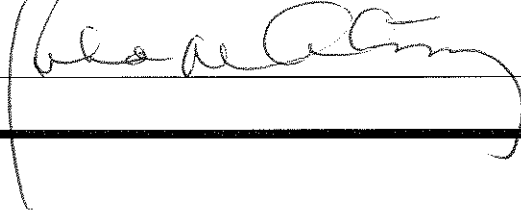
PR/AWARD NUMBER AND/OR PROJECT NAME:

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM

PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

RICHARD M. ARMSTRONG, Director

SIGNATURE:



DATE:

8/14/2013

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## **Attachment 2**

### **LIHEAP Household Reports**

- The FFY 2012 Report is attached.
- The FFY 2013 Report is also attached, and is being submitted along with this report in the OLDC online reporting system.

# LIHEAP Household Report for Federal Fiscal Year 2012--Long Form

Expiration Date: 10/31/2014

Grantee Name: State of Idaho Department of Health and Welfare

Contact Person: Genie Sue Weppner

Phone: 208-334-5656

Date: 12/5/2012

The LIHEAP Household Report--Long Form is for use by the 50 States, District of Columbia, and the Commonwealth of Puerto Rico. This report provides household counts for both LIHEAP recipient and applicant households for Federal Fiscal Year (FFY) 2012, the period of October 1, 2011 - September 30, 2012. The Long Form for this report consists of the following parts: (A) LIHEAP Assisted Households and (B) LIHEAP Applicant Households. Data on assisted households are included in the Department's *LIHEAP Report to Congress for FFY 2012*. The data are also used in measuring LIHEAP targeting performance under the Government Performance and Results Act (GPRA) of 1993, as amended by the GPRA Modernization Act of 2010. As the reported data are aggregated, the information in this report is not considered to be confidential. Submit the completed Excel spreadsheet to: [LIHEAPsubmission@acf.hhs.gov](mailto:LIHEAPsubmission@acf.hhs.gov)

**REQUIRED DATA** must be reported under the LIHEAP statute. **REQUESTED DATA** can be reported (at the state's option) in response to House Report 103-483 and Senate Report 103-251. Both the LIHEAP Household Report--Long Form (FFY 12, LIHEAP\_Long\_Form.xls) and the instructions (FFY 12, LIHEAP\_Long\_Form\_Instructions.pdf) can be downloaded in the Forms sections of the Office of Community Services' LIHEAP web site at: [www.acf.hhs.gov/programs/liheap/](http://www.acf.hhs.gov/programs/liheap/). This Excel spreadsheet is page protected to keep the format uniform. The items requiring a response are not page protected, such as "State-Reported Total" household counts. However, other areas of this spreadsheet cannot be modified. For example, the "Calculated Total" cannot be entered as that cell contains a protected formula that automatically adds the number of households under the poverty intervals as data is entered across each row.

Do the data below include estimated figures?

NO

x

YES

☐

If YES, mark "X" in the second column below for each type of assistance that has at least one estimated data entry.

## A. LIHEAP ASSISTED HOUSEHOLDS

The 2011 HHS Poverty Guidelines are available at: [www.acf.hhs.gov/programs/ocs/liheap/guidance/information\\_memoranda/m11-08.html](http://www.acf.hhs.gov/programs/ocs/liheap/guidance/information_memoranda/m11-08.html)

Type of LIHEAP assistance	Mark "X" for estimated data	Number of assisted households		2011 HHS Poverty Guideline interval, based on gross income and household size						At least one household member who is a member of the following target groups:				REQUESTED DATA	
		State-Reported Total	Calculated Total	Under 75% poverty	75%-100% poverty	101%-125% poverty	126%-150% poverty	Over 150% poverty	60 years or older (elderly)	Disabled	Age 5 years or under (young child)	Elderly, disabled, or young child	Age 2 years or under	Age 3 years through 5 years	At least one member who is
1. Heating		48,990	48,990	42,597	6,355	28	6	4	15,083	22,018	12,222	37,273	8,277	9,723	
2. Cooling		0	0	0	0	0	0	0	0	0	0	0			
3. Winter/year round crisis		3,754	3,754	2,424	716	345	193	76	448	1,387	1,310	2,512	1,130	505	
4. Summer crisis		0	0	0	0	0	0	0	0	0	0	0			
5. Other crisis (describe below)		704	704	282	254	168	0	0	250	478	63	519	28	44	
6. Weatherization		478	478	135	139	82	77	45	205	234	80	437	62	47	
7. Any type of LIHEAP assistance		51,447							15,593	23,009	12,902	40,262			

Include any notes below for section A (indicate type of assistance and item). For example, explain briefly why the state-reported total does not equal the calculated total of cooling assisted households.

3,754 households received winter/year round crisis assistance; 704 received furnace repair or replacement.

= Not applicable

## B. LIHEAP APPLICANT HOUSEHOLDS (regardless of whether assisted)

Type of LIHEAP assistance	Mark "X" for estimated data	Number of applicant households		2011 HHS Poverty Guideline interval, based on gross income and household size						REQUESTED DATA	
		State-Reported Total	Calculated Total	Under 75% poverty	75%-100% poverty	101%-125% poverty	126%-150% poverty	Over 150% poverty	Income data unavailable	Age 2 years or under	Age 3 years through 5 years
1. Heating		49,472	49,472	42,597	6,355	28	6	486	0		
2. Cooling		0	0	0	0	0	0	0	0		
3. Winter/year round crisis		3,754	3,754	2,424	716	345	193	76	0		
4. Summer crisis		0	0	0	0	0	0	0	0		
5. Other crisis (specify)		704	704	282	254	168	0	0	0		
6. Weatherization		478	478	135	139	82	77	45	0		

Include any notes below for section B (indicate type of assistance and item). For example, explain briefly why the number of applicant households is less than or equal to the corresponding number of assisted households.

3,442 households received winter/year round crisis assistance; 704 received furnace repair or replacement.

## Household Report - Long Form

OMB Clearance No.: 0970-0060  
Expiration Date: 10/31/2014

### LOW INCOME HOME ENERGY ASSISTANCE PROGRAM LIHEAP HOUSEHOLD REPORT-LONG FORM

#### Grantee Information

Grantee Name: IDAHO	FFY2013
Contact Person: Genie Sue Weppner	Phone: 208-334-5656
Email Address: weppnerg@dhw.idaho.gov	

#### Instructions

**The 50 States, District of Columbia, and the Commonwealth of Puerto Rico are required to use the LIHEAP Household Report-Long Form** in providing household counts for the designated Federal Fiscal Year. The Report consists of the following six sections that are to include unduplicated household counts for both LIHEAP assisted and LIHEAP applicant households.

- I. Number of Assisted Households
- II. Number of Assisted Households by Poverty Interval
- III. Number of Assisted Households by Vulnerable Population
- IV. Number of Applicant Households
- V. Number of Applicant Households by Poverty Interval
- VI. Number of Assisted Households by Young Child Age Category

Except for Section VI, the household counts for LIHEAP assisted and applicant households are required under the LIHEAP statute. Section VI is optional. If LIHEAP funds are used for any other type of service not listed in the sections below, describe the service and the total number of households assisted with that service in the Notes Section.

The required data for LIHEAP assisted households for each State are included in the Department's LIHEAP annual Report to Congress. The required data are also used in measuring LIHEAP targeting performance under the Government Performance and Results Act (GPRA) of 1993, as amended by the GPRA Modernization Act of 2010. As the reported data are aggregated, the information in this report is not considered to be confidential.

Click [HERE](#) to read the expanded Household Report - Long Form Instructions.

Do the data below include estimated figures?

If YES, select the appropriate box in column A of Section I and Section IV for each type of assistance that has at least one estimated data entry.

Select One

No

#### I. Number of Assisted Households

Number of assisted households		
Type of LIHEAP assistance	A. Select if estimated data	B. Total Number of Households
1. Heating		49,407
2. Cooling		0
<b>3. Crisis</b>		
a. Winter/Year Round		1,503
b. Summer		0
c. Emergency Furnace Repair & Replacement		436
d.		0
e.		0

4. Weatherization		602
5. Any type of LIHEAP assistance		51,948

## II. Number of Assisted Households by Poverty Interval

HHS Poverty Guidelines for Calendar Year					
Type of LIHEAP assistance	A. Under 75% poverty	B. 75%-100% poverty	C. 101%-125% poverty	D. 126%-150% poverty	E. Over 150% poverty
1. Heating	20,239	10,522	6,160	5,220	7,266
2. Cooling	0	0	0	0	0
<b>3. Crisis</b>					
a. Winter/Year Round	969	286	140	91	17
b. Summer	0	0	0	0	0
c. Emergency Furnace Repair & Replacement	177	124	89	46	0
d.	0	0	0	0	0
e.	0	0	0	0	0
4. Weatherization	341	158	86	17	0

## III. Number of Assisted Households by Vulnerable Population

At least one households member who is a member of one the following target groups				
Type of LIHEAP assistance	A. 60 years or older (elderly)	B. Disabled	C. Age 5 years or under (young child)	D. Elderly, disabled, or young child
1. Heating	29,539	29,744	19,098	37,273
2. Cooling	0	0	0	0
<b>3. Crisis</b>				
a. Winter/Year Round	275	137	106	325
b. Summer	0	0	0	0
c. Emergency Furnace Repair & Replacement	375	172	40	387
d.	0	0	0	0
e.	0	0	0	0
4. Weatherization	223	214	162	385
5. Any type of LIHEAP assistance	30,307	30,212	19,406	38,263

## IV. Number of Applicant Households

Number of applicant households		
Type of LIHEAP assistance	A. Select if estimated data	B. Total Number of Households
1. Heating		50,797
2. Cooling		0
<b>3. Crisis</b>		
a. Winter/Year Round		1,503
b. Summer		0
c. Emergency Furnace Repair & Replacement		436
d.		0
e.		0
4. Weatherization		602

## V. Number of Applicant Households by Poverty Interval

HHS Poverty Guidelines for Calendar Year						
Type of LIHEAP assistance	A. Under 75% poverty	B. 75%-100% poverty	C. 101%-125% poverty	D. 126%-150% poverty	E. Over 150% poverty	F. Income data unavailable
1. Heating	20,239	10,522	6,160	5,220	8,656	0



2. Cooling	0	0	0	0	0	0
<b>3. Crisis</b>						
a. Winter/Year Round	969	286	140	91	17	0
b. Summer	0	0	0	0	0	0
c. Emergency Furnace Repair & Replacement	177	124	89	46	0	0
d.	0	0	0	0	0	0
e.	0	0	0	0	0	0
4. Weatherization	341	158	86	17	0	0

### VI. Number of Assisted Households by Young Child Age Category (Optional)

At least one member who is		
Type of LIHEAP assistance	A. Age 2 years or under	B. Age 3 years through 5 years
1. Heating	8,535	10,563
2. Cooling	0	0
<b>3. Crisis</b>		
a. Winter/Year Round	68	89
b. Summer	0	0
c. Emergency Furnace Repair & Replacement	13	27
d.	0	0
e.	0	0
4. Weatherization	70	92

### NOTES

	Notes

### Certification

Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)	
a. Name of Authorized Official:	d. Telephone:
b. Title of Authorized Official:	e. Email address:
c. Signature of Authorized Official:	f. Date Submitted:

**Attachment 3**

**LIHEAP Carryover and Reallotment Report**

OMB Clearance No.: 0970-0106  
Expiration Date: 9/30/2014**LOW INCOME HOME ENERGY ASSISTANCE PROGRAM  
CARRYOVER AND REALLOTMENT REPORT**

Grantee: IDAHO

Date: 08/01/2013

For Funds Appropriated in FY: 2013


This form must be submitted by August 1st. If you later find that your estimates are not accurate, submit a revised report as soon as possible. The next fiscal year's grant award will not be issued to you until the Carryover and Reallotment Report for the current fiscal year is received by HHS.

Section 2607(b)(2)(B) of the LIHEAP statute requires that at least 90% of funds available must be obligated in the year in which they are appropriated. Not more than 10 percent of the amount payable for a fiscal year may be held for obligation in the succeeding fiscal year.

**Carryover and Reallotment**

1) Current year amount payable (regular block grant funds, contingency funds, and oil overcharge funds)	\$18,275,222
2) 10 percent of amount payable	\$1,827,522
3) Projected unobligated balance	\$1,827,522
Carryover amount (Funds to be carried over for obligation in the following Federal fiscal year.)	\$1,827,522
Reallotment amount (Funds that exceed the 10% carryover amount and are to be returned the Federal government.)	\$0
4) If you report a carryover amount greater than \$0, please provide the following:	
a) briefly state reasons that these funds will not be used in the Federal fiscal year for which they were allotted	
The Department has retained some funds over the summer months for crisis program funding and start up costs for the next program year.	
b) briefly describe the types of assistance to be provided with the amount held available for the following Federal fiscal year:	
As noted above, these carryover funds will be used for crisis program funding and start up costs for the next program year.	

**Certification**

Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)	
a. Name of Authorized Official:	d. Telephone: (208) 334-0679 Ext.
b. Title of Authorized Official: Financial Manager	e. Email address: osbornj@dhw.idaho.gov
c. Signature of Authorized Official: 	f. Date Submitted: 08/01/2013

**Attachment 4**

**LIHEAP FY 14 Budget**

Description	Approved Budget	Proposed Budget by Line Item	Increase or (Decrease) in Budget	Max % Allowed by Grant	Max Dollar Amount Allowed by Grant	% Based on Approved Budget	% Based on Proposed Budget
IDHW OPS	\$ 41,450	\$ 41,450	\$ -	-			
IDHW Indirect	\$ 247,550	\$ 247,550	\$ -	-			
CAPAI LIHEAP Admin	\$ 100,000	\$ 100,000	\$ -	-			
CAPAI LIHEAP T&TA	\$ 8,000	\$ 8,000	\$ -	-			
DSP LIHEAP Admin	\$ 819,000	\$ 819,000	\$ -	-	10%	10.0000000%	10.0000000%
DSP LIHEAP Crisis Admin	\$ 36,000	\$ 36,000	\$ -	-			
DSP LPW Admin	\$ 112,000	\$ 112,000	\$ -	-			
DSP LPW Crisis Admin	\$ 36,000	\$ 36,000	\$ -	-			
<b>Admin Budget</b>	<b>\$ 1,400,000</b>	<b>\$ 1,400,000</b>	<b>\$ -</b>				
CAPAI LIHEAP Assur 16	\$ 2,000	\$ 2,000	\$ -	-			
CAPAI LIHEAP Assur 16 Educ Material	\$ 10,000	\$ 10,000	\$ -	-	5%	5.0000000%	5.0000000%
DSP LIHEAP Assur 16	\$ 688,000	\$ 688,000	\$ -	-			
<b>Assur 16 Budget</b>	<b>\$ 700,000</b>	<b>\$ 700,000</b>	<b>\$ -</b>				
Leveraging	\$ 35,000	\$ 35,000	\$ -	-	0.178771%	0.2500000%	0.2500000%
<b>Leveraging Budget</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ -</b>				
DSP LPW Program	\$ 2,100,000	\$ 2,100,000	\$ -	-	15%	15.0000000%	15.0000000%
<b>Total LPW Program</b>	<b>\$ 2,100,000</b>	<b>\$ 2,100,000</b>	<b>\$ -</b>				
DSP LIHEAP Crisis Program	\$ 280,000	\$ 280,000	\$ -	-			
DSP LPW Crisis Program	\$ 280,000	\$ 280,000	\$ -	-	4%	4.0000000%	4.0000000%
<b>Total Crisis</b>	<b>\$ 560,000</b>	<b>\$ 560,000</b>	<b>\$ -</b>				
LIHEAP Benefit Pool	\$ 8,205,000	\$ 8,205,000	\$ -	-	N/A	N/A	N/A
<b>Total Benefit Pool</b>	<b>\$ 8,205,000</b>	<b>\$ 8,205,000</b>	<b>\$ -</b>				
<b>Carryover to PY 15</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>				
<b>TOTAL</b>	<b>\$ 14,000,000</b>	<b>\$ 14,000,000</b>	<b>\$ -</b>				
<b>Total Estimated Allocation</b>		<b>\$ 14,000,000</b>			\$ 0.586	7.14%	100.00
<b>Carryover from PY 13</b>		<b>\$ 1,827,552</b>					
<b>Total Available Funds</b>		<b>\$ 15,827,552</b>					

## **Attachment 5**

### **LIHEAP Program Integrity Assessment**

**ATTACHMENT 5**  
**SAMPLE PROGRAM INTEGRITY ASSESSMENT SUPPLEMENT TEMPLATE**  
 Low Income Home Energy Assistance Program (LIHEAP)

**ABSTRACT:**

HHS is requiring further detail from Grantees on their FY2014 plans for preventing and detecting fraud, abuse, and improper payments. HHS is also requiring that Grantees highlight and describe all elements of this FY2014 plan which represent improvements or changes to the Grantees' FY2014 plan for preventing and detecting fraud, abuse and improper payment prevention.

*Instructions: Please provide full descriptions of the Grantee's plans and strategy for each area, and attach/reference excerpts from relevant policy documents for each question/column. Responses must explicitly explain whether any changes are planned for the new FY.*

State, Tribe or Territory (and grant official):	Idaho Department of Health and Welfare, Division of Welfare Genie Sue Weppner	Date/Fiscal Year: August 2013 FFY 2014
<b>RECENT AUDIT FINDINGS</b>		
Describe any audit findings of material weaknesses and reportable conditions, questioned costs and other findings cited in FY2013 or the prior three years, in annual audits, Grantee monitoring assessments, Inspector General reviews, or other Government Agency reviews of LIHEAP agency finances.	Please describe whether the cited audit findings or relevant operations have been resolved or corrected. If not, please describe the plan and timeline for doing so in FY2014.	If there is no plan in place, please explain why not.
There have been no Audit findings relevant to the LIHEAP program.	N/A	N/A
		<i>The timely and thorough resolution of weaknesses or reportable conditions as revealed by the audit.</i>

Attachment – page 1

According to the Paperwork Reduction Act Of 1995 (Pub. L. 104-13), public reporting burden for this collection of information is estimated to average 1 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number

**COMPLIANCE MONITORING**

Describe the Grantee's FY 2013 strategies that will continue in FY 2014 for monitoring compliance with State and Federal LIHEAP policies and procedures by the Grantee and local administering agencies.	Please highlight any strategies for compliance monitoring from your plan which will be newly implemented as of FY 2014.	If you don't have a firm compliance monitoring system in place for FY 2014, please describe how the State is verifying that LIHEAP policy and procedures are being followed.	Necessary outcomes from these systems and strategies
In FY 2014, Idaho will continue to utilize the Contracts and External Resources Team to monitor Direct Service Providers and the primary contractor for compliance contract requirements, State and Federal regulations and policies.	Idaho does not have any new strategies for compliance and will continue to monitor Direct Service Providers and the primary contractor for compliance contract requirements, State and Federal regulations and policies.	N/A	A sound methodology, with a schedule for regular monitoring and a more effective monitoring tool to gather information.

**FRAUD REPORTING MECHANISMS**

For FY 2013 activities continuing in FY 2014, please describe all (a) mechanisms available to the public for reporting cases of suspected LIHEAP fraud, waste or abuse [These may include telephone hotlines, websites, email addresses, etc.]; (b) strategies for advertising these resources.	Please highlight any tools or mechanisms from your plan which will be newly implemented in FY 2014, and the timeline for that implementation.	If you don't have any tools or mechanisms available to the public to prevent fraud or improper payments, please describe your plan for involving all citizens and stakeholders involved with your program in detecting fraud.	Necessary outcomes of these strategies and systems
<p>Idaho uses the following methods for the public to report fraud, waste, or abuse:</p> <ul style="list-style-type: none"> <li>Call center is used as a point of contact; staff is trained to complete a Fraud Referral form when they receive reports of fraud, waste, or abuse.</li> <li>An online reporting form is available at: <a href="http://www.healthandwelfare.idaho.gov/aboutus/fraudreportpublicassistancefraud">www.healthandwelfare.idaho.gov/aboutus/fraudreportpublicassistancefraud</a></li> <li>Customers can also report fraud, waste or abuse at any Department of Health and Welfare office.</li> </ul>	N/A	N/A	Clear lines of communication for citizens, grantees, clients, and employees to use in pointing out potential cases of fraud or improper payments to State administrators.



VERIFYING APPLICANT IDENTITIES			
Describe all FY 2013 Grantee policies continuing in FY2014 for how identities of applicants and household members are verified.	Please highlight any policy or strategy from your plan which will be newly implemented in FY 2014.	If you don't have a system in place for verifying applicant's identities, please explain why and how the Grantee is ensuring that only authentic and eligible applicants are receiving benefits.	Necessary outcomes from these systems and strategies
For applicants who are currently receiving Food Stamp benefits, their information is verified through our eligibility system and the Direct Service Provider completing the LIHEAP eligibility determination to calculate the benefit. For applicants not currently receiving Food Stamp benefits, verification of identity accepted includes driver's licenses, identification cards and social security cards.	N/A	N/A	Income and energy supplier data that allow program benefits to be provided to eligible individuals.
SOCIAL SECURITY NUMBER REQUESTS			
Describe the Grantee's FY 2014 policy in regards to requiring Social Security Numbers from applicants and/or household members applying for LIHEAP benefits.	Please describe whether the State's policy for requiring or not requiring Social Security numbers is new as of FY2014, or remaining the same.	If the Grantee is not requiring Social Security Numbers of LIHEAP applicants and/or household members, please explain what supplementary measures are being employed to prevent fraud.	Necessary outcomes from these systems and strategies
At this time, Idaho does not require applicants to produce a social security number in order to access LIHEAP benefits.	This policy is the same as described in FY2013.	Idaho's LIHEAP eligibility and payment system completes a search of our client database, which contains Numident social security number for all applicants who receive or have received Food Stamp benefits. If a LIHEAP applicant name, date of birth, and/or social security number does not match what the client directory contains, the LIHEAP system will not allow the user to issue a LIHEAP benefit. For applicants who are not in the client directory, a social security number may be provided but is not required.	All valid household members are reported for correct benefit determination.

CROSS-CHECKING SOCIAL SECURITY NUMBERS AGAINST GOVERNMENT SYSTEMS/DATABASES				
Describe if and how the Grantee used existing government systems and databases to verify applicant or household member identities in FY 2013 and continuing in FY 2014. (Social Security Administration Enumeration Verification System, prisoner databases, Government death records, etc.)	Please highlight which, if any, policies or strategies for using existing government databases will be newly implemented in FY 2014.	If the Grantee won't be cross checking Social Security Numbers and ID information with existing government databases, please describe how the Grantee will supplement this fraud prevention strategy.	Necessary outcomes from these systems and strategies	
Idaho's Direct Service Providers are not allowed access to the SOLQ interface, so the LIHEAP system checks the Numident database for matching name, social security number, and date of birth for each household member listed on a LIHEAP application.	N/A	N/A	Use of all available database systems to make sound eligibility determination.	
VERIFYING APPLICANT INCOME				
Describe how the Grantee or designee used State Directories of new hires or similar systems to confirm income eligibility in FY 2013 and continuing in FY 2014.	Please highlight any policies or strategies for using new hire directories which will be newly implemented in FY 2014.	If the Grantee won't be using new hire directories to verify applicant and household member incomes how will the Grantee be verifying the that information?	Necessary outcomes from these systems and strategies	
Idaho uses SOLQ, wage stubs, income tax return, and/or phone calls to employers to verify income for LIHEAP applicants	N/A	Idaho will utilize wage stubs, SOLQ data when available through the Food Stamp eligibility system, income tax returns and employer verification to verify income documentation.	Effective income determination achieved through coordination across program lines.	

**PRIVACY-PROTECTION AND CONFIDENTIALITY**

Describe the financial and operating controls in place in FY 2013 that will continue in FY 2014 to protect client information against improper use or disclosure.	Please highlight any controls or strategies from your plan which will be newly implemented as of FY 2014.	If you don't have relevant physical or operational controls in place to ensure the security and confidentiality of private information disclosed by applicants, please explain why.	Necessary outcomes from these systems and strategies
The LIHEAP System, which contains applicant information, is hosted on a secure server. The Direct Service Providers obtain access to the system via a security request which is routed through CAPAI (current contractor for the administration of LIHEAP) and forwarded to the Department of Health and Welfare for processing. When employees with security access leave their position, a request is submitted through CAPAI and forwarded to the Department of Health and Welfare to have the security access discontinued.	N/A	N/A	<i>Clear and secure methods that maintain confidentiality and safeguard the private information of applicants.</i>

**LIHEAP BENEFITS POLICY**

Describe FY 2013 Grantee policies continuing in FY 2014 for protecting against fraud when making payments, or providing benefits to energy vendors on behalf of clients.	Please highlight any fraud prevention efforts relating to making payments or providing benefits which will be newly implemented in FY 2014.	If the Grantee doesn't have policy in place to protect against improper payments when making payments or providing benefits on behalf of clients, what supplementary steps is the Grantee taking to ensure program integrity.	Necessary outcomes from these systems and strategies
We currently use a Home Energy Vendor Agreement which outlines the responsibilities of the vendors to protect against fraud when making payments or providing benefits on behalf of program clients. No payments are made to vendors who do not have an executed Home Energy Vendor Agreement on file.	N/A	N/A	<i>Authorized energy vendors are receiving payments on behalf of LIHEAP eligible clients.</i>

PROCEDURES FOR UNREGULATED ENERGY VENDORS				
Describe the Grantee's FY 2013 procedures continuing in FY 2014 for averting fraud and improper payments when dealing with bulk fuel dealers of heating oil, propane, wood and other un-regulated energy utilities.	Please highlight any strategies policy in this area which will be newly implemented in FY 2014.	If you don't have a firm plan for averting fraud when dealing with unregulated energy vendors, please describe how the Grantee is ensuring program integrity.	Necessary outcomes from these systems and strategies	
We currently use a Home Energy Vendor Agreement which outlines the responsibilities of the vendors to protect against fraud when making payments or providing benefits on behalf of program clients. No payments are made to vendors who do not have an executed Home Energy Vendor Agreement on file.	N/A	N/A	Participating vendors are thoroughly researched and inspected before benefits are issued.	
VERIFYING THE AUTHENTICITY OF ENERGY VENDORS				
Describe Grantee FY 2013 policies continuing in FY 2014 for verifying the authenticity of energy vendors being paid under LIHEAP, as part of the Grantee's procedure for averting fraud.	Please highlight any policies for verifying vendor authenticity which will be newly implemented in FY 2014.	If you don't have a system in place for verifying vendor authenticity, please describe how the Grantee can ensure that funds are being distributed through valid intermediaries?	Necessary outcomes from these systems and strategies	
Idaho verifies the authenticity of energy vendors being paid with LIHEAP funding using the Home Energy Vendor Agreement and requiring the EIN/SSN of the Vendor.	N/A	N/A	An effective process that effectively confirms the existence of entities receiving federal funds.	



TRAINING AND TECHNICAL ASSISTANCE				
In regards to fraud prevention, please describe elements of your FY 2013 plan continuing in FY 2014 for training and providing technical assistance to (a) employees, (b) non-governmental staff involved in the eligibility process, (c) clients, and (d) energy vendors.	Please highlight specific elements of your training/regiment and technical assistance resources from your plan which will represent newly implemented in FY 2014.	If you don't have a system in place for anti-fraud training or technical assistance for employees, clients or energy vendors, please describe your strategy for ensuring all employees understand what is expected of them and what tactics they are permitted to employ.	Necessary outcomes from these systems and strategies	
<div>1. Idaho currently provides fraud prevention training to IDHW staff, including training on IBES and interfaces currently used to confirm identity. There is an interface through the LIHEAP System that double checks social security numbers. All duplicates of social security numbers are reporting weekly for correction.</div> <div>2. Direct Service Provider staff has access to and is trained at the local level to use the Idaho Benefit Eligibility System (IBES) which contains eligibility information for all SNAP recipients in order to verify social security numbers; they are also trained to utilize the information in the LIHEAP System to correct data entry errors. For those applicants not in the IBES system, Direct Service Provider view social security cards for all household members. Direct Service Provider staff is trained to verify identity documents and ensure social security numbers are data entered accurately.</div> <div>3. Participants are directed to bring in social security cards for all household members and sign the LIHEAP application which states "I understand that willful misrepresentation and/or concealment of facts on this application can result in civil and criminal</div>	N/A	N/A	The timely and thorough resolution of weaknesses or reportable conditions as revealed by the audit.	

<p>penalties.”</p> <p>4. Energy vendors receive weekly Direct Vendor Payment Listings that advise them of which amounts are applied to whose accounts. The information provided includes the case number, name, address, benefit amount, and account number. This system reduces the ability for fraudulent payments to vendors and accounts. Energy Vendors are advised of data entry errors and coordinate with Direct Service Provider staff to correct any errors.</p>	
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#### AUDITS OF LOCAL ADMINISTERING AGENCIES

Please describe the annual audit requirements in place for local administering agencies in FY 2013 that will continue into FY 2014.	Please describe new policies or strategies to be implemented in FY 2014.	If you don't have specific audit requirements for local administering agencies, please explain how the Grantee will ensure that LIHEAP funds are properly audited under the Single Audit Act requirements.	Necessary outcomes from these systems and strategies
<p>Idaho's LIHEAP contracts with Direct Service Providers requires the following:</p> <p>A. Single Audit Act of 1984 compliance.</p> <p>B. An annual audit is performed by a Certified Public Accountant in accordance with GAAP and OMB Circular A-133. Provision of the audit report 30 days after receipt or nine months after the end of the audit period, whichever is earlier.</p>	N/A	N/A	<p>Reduce improper payments, maintain local agency integrity, and benefits awarded to eligible households.</p>

Attachment – page 8

#### Additional Information

Please attach further information that describes the Grantee's Program Integrity Policies, including supporting documentation from program manuals, including pages/sections from established LIHEAP policies and procedures.

**Attachment 6**

**FY14 LIHEAP Public Hearing Sign In Sheet**

**August 12, 2013**

[illegible]



**Attachment 7**

**Written Delegation of Authority**



C. L. "BUTCH" OTTER  
GOVERNOR

August 22, 2007

Ms. Josephine Robinson, Director  
Federal Office of Community Services  
U.S. Department of Health and Human Services  
200 Independence Avenue, S.W.  
Washington, D.C. 20201

Dear Ms. Robinson:

I hereby delegate authority to Idaho Department of Health and Welfare Director Richard M. Armstrong for submission and approval of state plans and to make application to the Federal Office of Community Services, Administration for Children and Families, Department of Health and Human Services, for the Community Service Programs. These programs include: the Low Income Energy Assistance Program, the Community Services Block Grant, the Residential Energy Assistance Challenge Program, and the Community Food & Nutrition Program.

This delegation of authority is effective immediately. It extends to any changes or additions to the state plans and grant applications, including assurances required by Congress or the Executive Branch.

As Always – Idaho, "Esto Perpetua"

A handwritten signature in cursive script, reading "C. L. Butch Otter".

C. L. "Butch" Otter  
Governor of Idaho

CLO/kh